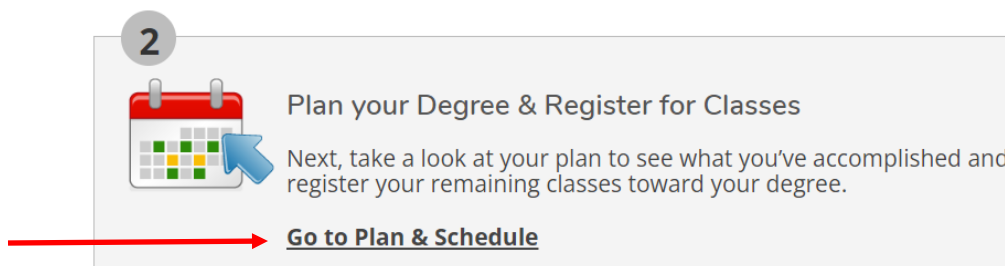# Registration Frequently Asked Questions

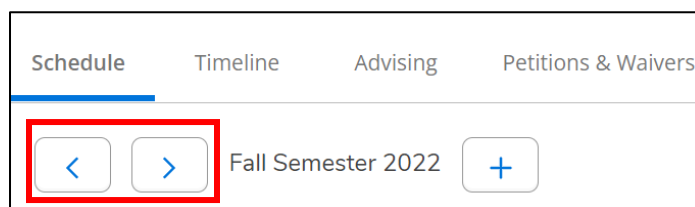**Problem**: "I'm trying to register for a course that has a lab but the system won't let me."

Solution: You need to register for the lecture and the lab at the same time.

Log into Student Planning and select "Go to Plan & Schedule" on the "Plan Your Degree & Register for Classes" option:

Select the applicable semester by clicking on the arrows:

On this screen, you will see a <u>list</u> of courses on the left and a <u>calendar</u> view of courses on the right.

If the course consists of a lecture and a lab, both sections need to be on your calendar view with no conflicts. Once that is set, you need to select the blue "Register Now" button **in the upper right corner** (see screen shot on next page).

Registration Frequently Asked Questions

Alternatively, you can add all 4 of the courses for which you wish to register to your calendar view and, if there are no conflicts (which will appear in red) and you are ready to register for <u>all courses</u> showing on your calendar, you can then select the blue "Register Now" button from the upper right corner.
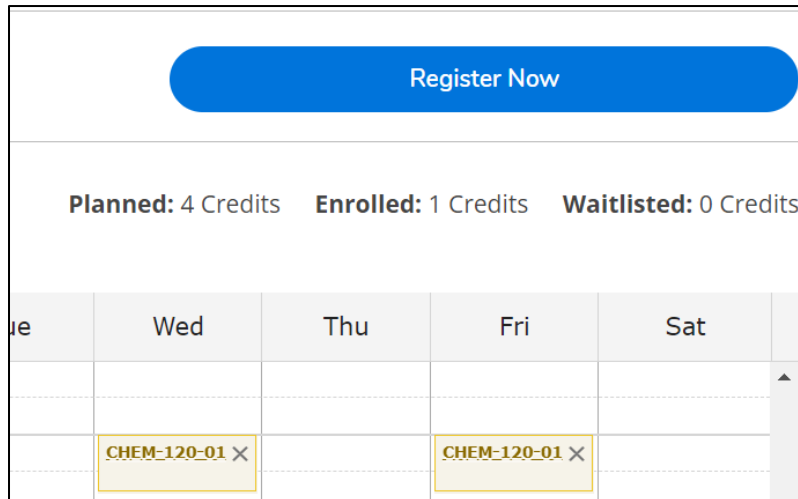
Problem: "I'm trying to add a 5th class but the system won't let me."

Solution: Students cannot add a 5th class until the add/drop period opens during the first week of classes.

Problem: "I'm trying to register for a language or Mathematics class but I haven't taken the placement exam yet."

Solution: You need to contact the applicable academic department.

Problem: "I have a Registration hold on my account that's preventing me from registering."

Solution: These holds are strictly managed by the Student Accounts Office. You need to contact stuaccts@hamilton.edu. They are the only office that can release this type of hold.


Registration Frequently Asked Questions

Problem: "I can't add myself to the Waitlist for a course."

Solution: Keep in mind: you cannot be on the waitlist for more than one section of the same course and you cannot be on the waitlist for a course for which you are registered.


Other Tips:

➢ Use a computer, not your phone
➢ If you can't figure out why things aren't working right, try logging out and logging back in again and/or clearing your cache.
   o If you are using Chrome, click on the 3 little dots in the upper right corner of the screen:
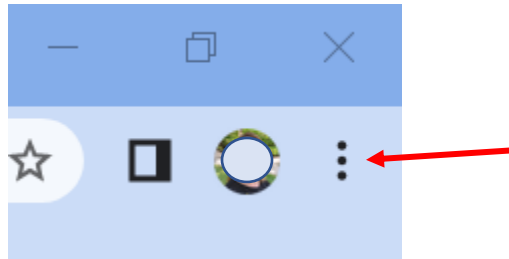
   o Select "Settings"
   o Select "Privacy and Security" from the left-hand column
   o Select "Clear Browsing Data" under "Privacy and Security":
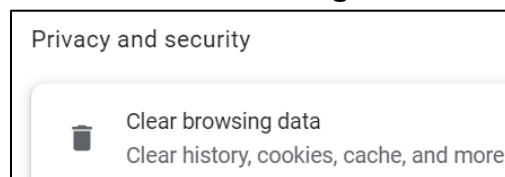
   o Select "Browsing History" and then the blue "Clear Data" button

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